



Fire Marshal (Deputy Chief)

General Information

Classification Code:	MGRSEN
Effective Date:	07/01/2022
Pay Grade:	DM1
FLSA Status:	Exempt

Position Summary

The Fire Marshal (Deputy Chief) is responsible for the supervision, command, coordination, and direction of Fire Prevention Division in the Eugene Springfield Fire Department. Ensures compliance with state regulatory requirements. Develops, interprets, implements, and applies fire codes and standards. Oversees and manages fire prevention activities, including fire investigations, plan review process, community education, fire code inspection / enforcement, permit issuance, training employees in the relevant areas of fire prevention, and is responsible for the overall administration of the division's programs and services. Provides complex staff assistance to the Deputy Chief of Strategic Services, Fire Chief, and other departments. The Fire Marshal reports directly to the Fire Chief and keeps leadership informed of all functions and important matters concerning fire prevention activities. May act in the absence of the Fire Chief as required. Performs other duties of a similar nature or level.

Classification Characteristics

The Fire Marshal falls under the Senior Manager/Senior Program Manager classification. Senior Manager/Senior Program Managers have responsibility for managing and coordinating all activities related to an assigned City division or multiple major program areas including the development of long-range program goals and objectives and allocation of resources within assigned programs or division. Senior Managers make interpretive decisions on behalf of the organization regarding the means for executing the assignments of the relevant Executive Manager, subject to constraints imposed by available technology and resources. Such decisions provide context for the work to be accomplished by subordinates supervised within the unit. Responsibilities will vary in accordance with assigned area of responsibility but will generally include: developing and managing budgets; supervision of managerial, professional, technical and administrative support staff; overseeing highly political public policy matters; interpreting and enforcing codes and/or regulations; managing and overseeing complex public and private initiatives and projects; oversees multiple sections with diverse areas of expertise, qualifications and responsibilities.

This classification is differentiated from Executive Managers as responsibility of the higher-level classification is concerned with formulating or adjusting programs for major functions/divisions/departments, and allocating resources (facilities, people, money, materials) among these groups, and responsibility is always citywide in nature. It is differentiated from the lower-level Manager/Program Manager classification by having responsibility for multiple programs or major project areas whereas the lower level is responsible for one or two program areas.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Plans, manages, and evaluates community risk reduction activities of the Eugene Springfield Fire Department including public education, land use planning and development, building commissioning, and ensuring fire code compliance of existing buildings and systems, responsible for fire origin and cause investigations and the administration of the Eugene Toxic Right to Know program.

Essential Duties	
2	Maintains Eugene Springfield Fire's partial exempt status with Oregon State Fire Marshal Office (OSFM); completes annual report to OSFM and completes bi-annual exempt status questionnaire. Represents ESF at local and state level discipline-specific associations, groups, and boards such as the Oregon Fire Marshals Association (OFMA).
3	Plans, directs, and oversees adherence to state regulations relating to administration of fire prevention programs. Coordinates and collaborates with fire districts, fire departments and fire agencies regarding fire code development, adoption of standards and fire code enforcement; advocates for fire service issues.
4	Participates on state fire code development and legislative adoption in collaboration with OSFM and OFMA. Provides direction on technical issues relating to application, interpretation, and enforcement of the fire code; evaluates and accepts or rejects alternatives to code requirements; implements and administers newly adopted state fire code.
5	Administers, interprets and enforces provisions of fire codes, standards and municipal regulations as they apply to development, construction and maintenance.
6	Establishes and maintains external relationships with civic groups, community groups, institutional, regional and state partners and stakeholders. Confers with related code officials, state agencies, engineers, developers, architects, and a variety of agencies to resolve difficult and sensitive compliance issues.
7	Directs and participates in the development and implementation of goals, objectives, priorities, policies and procedures for the division. Participates as a member of the fire department management team to develop, coordinate, and implement department wide initiatives, programs, service delivery, strategic planning, budgeting, etc. Prepares, submits and manages grants.
9	Responds to fire and other emergency scenes. Conducts fire cause investigation activities. Conducts community risk assessments and prepares reports. Wears SCBA and appropriate PPE as required.
10	Participates and/or conducts a variety of staff, operational, or administrative meetings. Make presentations before the city councils, commissions, boards, and committees on fire prevention matters, as necessary.
11	Manages and supervises staff to include scheduling, prioritizing, assigning, monitoring, and reviewing work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; making hiring, termination, and disciplinary recommendations.
12	Maintains complete and permanent records of all division activities including public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, the cause of fires, the owner and occupant of the property involved, and loss of such property and other information considered necessary.
13	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> • Bachelor's degree in a related field; and 8 years progressively responsible experience in a field related to area of assignment; and 3 years of personnel management experience or an equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job. • Preference for experience or training in fire prevention, education, fire protection systems, fire code plan review, fire inspection and investigation, principles of code enforcement and development planning and land use. • Must meet the Oregon DPSST Fire Service Professional requirements. • Must successfully meet the physical demands of duties in accordance with NFPA 1582 • Must successfully pass a background and psychological assessment. • Uniform personnel hired after October 31, 1986, must refrain from the use of tobacco products at all times.

Qualifications

Licensing/Certifications:

- Valid Oregon driver's license at time of appointment and ability to maintain.

Possession of and or the ability to obtain the following certifications within six (6) months from hire:

- Department of Public Safety Standards & Training (DPSST) National Fire Protection Association (NFPA) Fire Inspector I, II & III
- DPSST NFPA Fire Investigator
- International Code Council (ICC) Fire Inspector I & II
- Oregon Inspector Certification (OIC)
- Current Oregon Fire Code Amendment class
- Oregon State Competency Recognition Level 4: Fire Marshal with ICC Fire Plans Examiner Endorsement
- NIMS 100, 200, 300, 400, 700, 800 and AWR 160
- DPSST NFPA Fire Instructor 1
- NFPA Public Information Officer

Preferred certifications:

- DPSST NFPA Fire & Life Safety Educator 1
- DPSST Youth Firesetter Intervention Specialist
- International Association of Arson Investigators (IAAI) and/or National Association Fire Investigators (NAFI)

Technology Skills:

- Data base user interface and query software — Code database software; Image Trend Elite; National Fire Incident Reporting System NFIRS.
- Electronic mail software — Email software; Microsoft Outlook.
- Human resources software — PeopleSoft
- Internet browser software — Web browser software.
- Office suite software — Microsoft Office.
- Presentation software — Microsoft PowerPoint.
- Spreadsheet software — Microsoft Excel.
- Word processing software — Microsoft Word.

Knowledge Required:

- Principles, practices and procedures of fire administration.
- Principles, practices and procedures of land use, building construction, fire protection systems, fire and life safety education, fire suppression and emergency medical services.
- Principles and practices of management, personnel supervision, and labor relations.
- Principles and practices of budget administration.
- Principles and methods of the NIMS Incident Command System with proficiency in the exercise of unified command.
- Relevant State and Federal laws and regulations.
- Local laws ordinances, codes and national standards related to land use planning, fire and building code application and enforcement including the storage use and handling of hazardous materials and specialized fire protection systems.
- Practices and procedures used in fire origin and cause investigations, rules of evidence, and the role of the fire department in civil and criminal proceedings related to the investigative function.
- Principles and techniques of community risk reduction.

Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Qualifications

- Speaking — Talking to others to convey information effectively.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Coordination — Adjusting actions in relation to others' actions.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Time Management — Managing one's own time and the time of others.
- Instructing — Teaching others how to do something.
- Science — Using scientific rules and methods to solve problems.

Abilities:

- Plan, organize, direct, and evaluate diverse activities.
- Plan, prioritize, direct and evaluate work.
- Conduct specialized studies and research projects; prepare reports of findings.
- Communicate with a variety of cross-cultural audiences clearly, concisely and effectively, orally, including public speaking, and in writing.
- Work cooperatively and develop effective working relationships with other divisions, departments, outside agencies and organizations, and diverse community groups.
- Develop and administer effective policies and procedures; make effective and sound decisions.
- Interpret and apply Federal, State, and local laws, ordinances, regulations, policies and procedures.
- Prepare and administer budgets.
- Review, analyze and modify operational and business issues to assure effective and efficient service delivery.
- Train, supervise, coach, mentor and evaluate assigned personnel including those in non-traditional positions.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Operate relevant computer systems and software.
- Organize, direct and implement a comprehensive fire code and inspection program.
- Read and interpret building plans for conformance with laws and regulations.
- Administer a fire code in the context of a complex environment containing political, social, economic, technical and legal dimensions.
- Evaluate and provide guidance in the creation and implementation of Community Risk Reduction strategies and initiatives.
- Acts ethically and honestly; applies ethical standards of behavior to daily work activities and interactions.
Builds trust and confidence in department through own actions.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
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Physical Requirements											
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing				X		0-10 lbs.				X	
Sitting				X		11-20 lbs.			X		
Walking – Even Surface			X			21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.		X			
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors				X	
Twisting		X				Outdoors			X		
Crawling		X				Dust			X		
Squatting/Crouching		X				Fumes/Odors/Gasses		X			
Balancing		X				Chemical Agents		X			
Reach – Overhead		X				Biological Agents		X			
Reach – Forward		X				Noise – Low				X	
Reach – Backward		X				Noise – Moderate			X		
Climbing – stairs		X				Noise – High		X			
Climbing - ladder		X				Low Light		X			
USE OF HANDS						Heat		X			
Grasping – whole hand			X			Cold		X			
Grasping – pinch grip			X			Restricted workspace		X			
Fine manipulation/feeling			X			Vibration – whole body		X			
Keyboarding				X		Vibration - extremity		X			
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.			X			Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls		X			
21-50 lbs.		X				Seeing					X
51-75 lbs.		X				Talking					X
76-100 lbs.	X					Hearing					X
						Extended work hours		X			

Classification History

Created 2012.01
 2021.12 Revisions by HR
 2022.04 Revisions by HR
 2022.05 Revisions by HR
 2022.07 Title update by HR, previously Fire Prevention Division Manager

I have reviewed the job description.

Employee: Name_____ **Signature**_____ **Date**_____